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DD/S 62-5039

19 OCT 1962

**MEMORANDUM FOR:** Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Support)

**SUBJECT:** Consolidation of the Agency's Visual Aids/Graphics Services

1. A recent survey has revealed nine (9) separate units in the Agency furnishing visual aids or graphics services, seven (7) of which are located in the new Headquarters Building. For your information, these units are located as follows:

Rm 2E06 (CA Staff)  
R&S Bldg. (TED)

DD/P

employees  
employee

25X9

Rm 6B08 (OBR)  
Rm 2F21 (OBR)  
Rm 7G36 (OC)

DD/I

employees  
employees  
employees

Rm GD79 (SEA/DDO)  
Rm 3126 Qtrs Hqs (OL)  
Rm GC11 (OTR)  
Rm GD08 (OTR)

DD/S

employees  
employees  
employees  
employees

2. In the best interest of the Agency, it is believed that the visual aids or graphics services should be consolidated under one office head and the DD/P would appear to be the logical component to operate facilities of this nature. As you can appreciate, the dispersal of units of this nature is a costly operation and there are a number of managerial problems created as a result of these facilities located throughout the Agency under separate office heads. It is realized, of course, that most of the work performed by these particular units is done

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for the office in which they are located. Nevertheless, since most of the Agency is now located under one roof, a consolidation of the visual aids or graphics services in the Headquarters Building would result in substantial savings to the Agency from the use of less space and fewer people, without any appreciable change in the service rendered.

3. In regard to personnel, it should be pointed out that some of the artists or illustrators have been employed by the Agency for a considerable length of time (8-10 years) and, since most of them work in small units as specialized groups, there is a very limited opportunity for promotion. Should these facilities be consolidated under one head, the artists would have a much better opportunity for advancement and there would appear to be a greater variety of work available for them. Hence, morale would be enhanced.

4. It is requested that you make a review of the visual aids or graphics services in your component and determine the feasibility of placing these facilities under the supervision and management of the DD/S. I would like to have your comments on this by 29 October.

Lyman B. Kirkpatrick  
Executive Director